

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS  
MINUTES  
1400 E. WASHINGTON AVENUE, MADISON, WI  
May 28, 1998**

**PRESENT:** Nancy Gerrard, Lloyd Levin, Janet Byrne, Sue Hamer

**EXCUSED:** Laurie Francis, Richard Glesner and Ron Hanson

**STAFF PRESENT:** Clete Hansen, Barbara Showers, Tom Neumann

**GUESTS:** From the WRA: Rick Staff, Della Rancourt and Shauna Alt  
David Hague, VTAE System

**CALL TO ORDER**

The meeting was called to order at 12:35 p.m. by Nancy Gerrard, Chair.

**ADOPTION OF AGENDA**

The Agenda was informally approved.

**MINUTES (7/24/97)**

**MOTION:** Jan Byrne moved, seconded by Sue Hamer, to approve the minutes as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT**

Clete Hansen discussed the changing membership of the Council and advised that several members had informed him that they would be unable to attend the meeting. Paul G. Hoffman (Milwaukee) has been nominated by the Governor to replace Richard C. Glesner, effective on July 1, 1998, provided that Mr. Hoffman is either confirmed by the Senate by that time or Mr. Glesner resigns before or at the end of his term.

**DISTANCE LEARNING**

Clete Hansen discussed the distance learning materials which he had included in the meeting packet--materials from the Association of Real Estate License Law Officials, a memo from Lloyd Levin and a memo from Rick Staff.

Richard Staff explained the memo which he had sent to the Department, dated May 12, 1998. The memo proposed continuing education courses for the 1999-2000 licensing biennium and it proposed rule amendments to facilitate distance learning.

The Council had a lengthy discussion concerning the issue of mastery-based instruction and the criteria which relate to approving mastery-based courses. The issue was whether students should

be able to demonstrate mastery of one module before passing on to the next module or whether some self-assessment questions should be included in the courses, so that students can determine whether they are adequately learning the materials. Other issues concerning the integrity of the courses and the completion of courses by students were also discussed.

**MOTION:** Sue Hamer moved, seconded by Jan Byrne, that the number of hours for classroom education (with either an instructor or a proctor in charge) should remain the same as they currently are in the rules. Motion carried with 3 yes votes and 1 abstention.

The Council acknowledged that the definition of “classroom hours” may need some attention, possibly focusing on the concept that such courses are presented with the instructor present or with a proctor present. However, Lloyd Levin did not agree with defining the term to include “proctor present” instruction.

The Council informally agreed that classroom courses should have a specified number of hours, but not distance learning courses.

Lloyd Levin and Clete Hansen agreed to each draft a document which states the criteria for approval of distance learning courses.

**MOTION:** Lloyd Levin moved, seconded by Sue Hamer, that the Council adopt the framework presented by Rick Staff in his memorandum. Motion carried unanimously.

### **CONTINUING EDUCATION COURSES FOR THE 1999-2000 BIENNIUM**

The Council members informally agreed with the proposal offered by Rick Staff. Lloyd Levin suggested that a technology component be included in Course 1.

### **OLD BUSINESS**

The Council reviewed the statistics relating to the number of licensees who renewed their license or activated an inactive license within 1 to 5 years after the date of expiration or the date of becoming inactive.

**MOTION:** Lloyd Levin moved, seconded by Sue Hamer, that Clete Hansen obtain information from other states concerning what they require of renewal applicants whose license had expired or had been on inactive status for a certain period of time and that Clete Hansen prepare a draft proposal for the Council’s review at the next meeting. Motion carried unanimously.

### **NEXT MEETING**

The next meetings were scheduled for August 27 and October 22, 1998. at 12:30 p.m.

### **ADJOURNMENT**

The meeting was informally adjourned at 3:12 p.m.

